

Faculty of Law

HDR Support Fund

The HDR Support Fund is to support eligible HDR students in the Faculty of Law by providing funding related to their research which will support the completion of their thesis.

1. Eligible Students

In order to be eligible for funding, a HDR student:

- Must be enrolled through the Faculty of Law;
- Must have successfully completed their confirmation milestone;
- If a PhD or SJD student, must be within 48 equivalent full-time months of enrolment;
- If a M. Phil student, must be within 24 equivalent full-time months of enrolment.

The following categories of students are not eligible:

- Students who are readmitted after lapsing, discontinuing, or withdrawing in good standing;
- Students who are staff members of Monash University or other tertiary institutions (students in the latter category are advised to seek funding from their home institutions).

Where a student transfers from one research degree to another, funding from the prior enrolment will be counted towards the new degree.

2. Funding criteria

The HDR Support Fund will be administered by the Faculty Research Committee or its nominee who will make decisions on applications for funds in its discretion but with regard both to the following general guidelines and to the Faculty annual HDR research support budget.

The maximum amount of funding which students are able to apply for is \$2,500 throughout their candidature.

Eligible applicants do not have a right or entitlement to this maximum amount. Funding is discretionary and will depend on the contribution of the funding to the applicant's research.

All applications for funding must be supported by the student's main supervisor.

Funding is available for items related to travel and to empirical research, in accordance with the further details set out below. Consideration will also be given to applications for funding for other research related expenditure which will make a direct and significant contribution to the successful completion of the thesis.

2.1 Travel

Travel can be for:

- Presentation of papers at a local or international conference; or
- Data collection / field trips.

From 2019

From 2019, the MGRO will provide funding via the Monash Postgraduate Travel Grant Scheme (MPTGS) for up to one trip only throughout a student's candidature. This one-off funding amount is up to \$1,175. The MGRO requires the Faculty/Academic Unit to provide a minimum amount of \$940 as an additional contribution. See Table 1 for additional contribution from the Faculty of Law. The total funding can cover:

- Airfares (most economical);
- Conference registration fee up to \$300;
- Accommodation up to \$120 per night, to a maximum of \$360 for travel within Australia or New Zealand and up to \$720 for overseas travel.

Pre-2019

Students who have already applied for the MPTGS funding prior to 2019 but not yet received full funding of \$1,175 are still able to apply provided that they have not reached the maximum amount to be funded by the Faculty. The amount of funding from the MPTGS will be the balance out of \$1175. The funding from the Faculty can cover airfares, accommodation and conference registration as in Table 1 but will not exceed the maximum amount which the Faculty can fund throughout the candidature.

2.1.1 Travel to attend a conference

Students must present a paper related to their thesis and the paper must first be accepted by the conference organiser.

2.1.2 Travel to collect data or for field trips

In accordance with MGRO requirements, there must be evidence from a host institution or organisation to facilitate the conduct of the research during the trip. Where appropriate, approval must first be obtained from the University Human Ethics Committee.

Table 1: Funding from 2019 onwards (includes airfares, conference registration and accommodation)

<u>Conference or Study Location</u>	<u>Maximum MGRO Funding</u>	<u>Maximum Faculty Funding</u>
Within Australia	\$1,175	\$940 (see Note 1)
New Zealand, South Pacific	\$1,175	\$940 (see Note 1)
East and Southeast Asia	\$1,175	\$1020
South Asia	\$1175	\$1285
West and Central Asia	\$1,175	\$1825
Africa, Europe, The Americas	\$1,175	\$1,960

Note 1 – This is nominal only to meet the MGRO requirements. Students can claim for the actual amount incurred.

2.2 Empirical Research

The research project must first be approved by the University Human Ethics Committee.

2.2.1 Data Transcription

Under normal circumstances, students are expected to transcribe data themselves. Digital recorders and transcribing kits are available for loan from the Faculty Research Office.

However, funding for data transcription is available **under special circumstances**. An example of such circumstances would be when the number of interview participants is exceptionally high and the data obtained from the interviews form a major part of the analysis of the research findings.

Service providers must have an Australian Business Number (ABN).

2.2.2 Interpretation and Translation

Funding may be provided for interpreters where interviewees are unable to speak English, and/or for translation of data which is in a foreign language which the student does not understand. Within Australia, translators and interpreters must have an ABN and must be certified by the **National Accreditation Authority for Translators and Interpreters (NAATI)**. Outside Australia, translators and interpreters must have equivalent accreditation.

3. Application Process

Application for travel funds is via the Monash Graduate Research Office (MGRO) [Study Away Form](#). Application for non-travel funds is via the Faculty of Law [HDR Support Fund application form](#).

4. Conditions for the Payment of Claims

Claims will be processed by the Faculty upon presentation of supporting documentation, including tax invoices if expenses are incurred in Australia. A tax invoice must contain the ABN of the supplier and must include the amount of GST paid. If expenses are incurred overseas, the receipt must contain the amount of expenditure in the local currency. If payment is made by students via credit card, a copy of the credit card statement showing that transaction is required.

In all cases, only actual expenses that have been approved and that are supported by appropriate documentation will be reimbursed.

The approval will lapse and claims will not be paid if funds are not claimed by 15 December in the year funding is allocated. Approved funds which are not claimed by this cut-off date, and residual amounts of approved funds which have not been claimed, cannot be carried forward.